Protean eGov Technologies Limited

# STANDARD OPERATING PROCEDURE (SoP)

## OPGM SOP for GDS NLCC Request initiation Version 1.1

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## REVISION HISTORY

| Sr. No. | Date of Revision | Ver | Section Number | Description of Change |
|---|---|---|---|---|
| 1 | 05-Sept-2024 | 1.0 | - | Initial Version |
| 2 | 12-Dec-2024 | 1.1 | - | Penny drop functionality while bank account modification |

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## NLCC Flow – Initiator Level

Please visit below mentioned Protean CRA web site for online GDS subscriber registration

https://www.npscra.proteantech.in/eNPS/NationalPensionSystem.html

**Select option – REGISTRATION FOR GDS SUBSCRIBER**

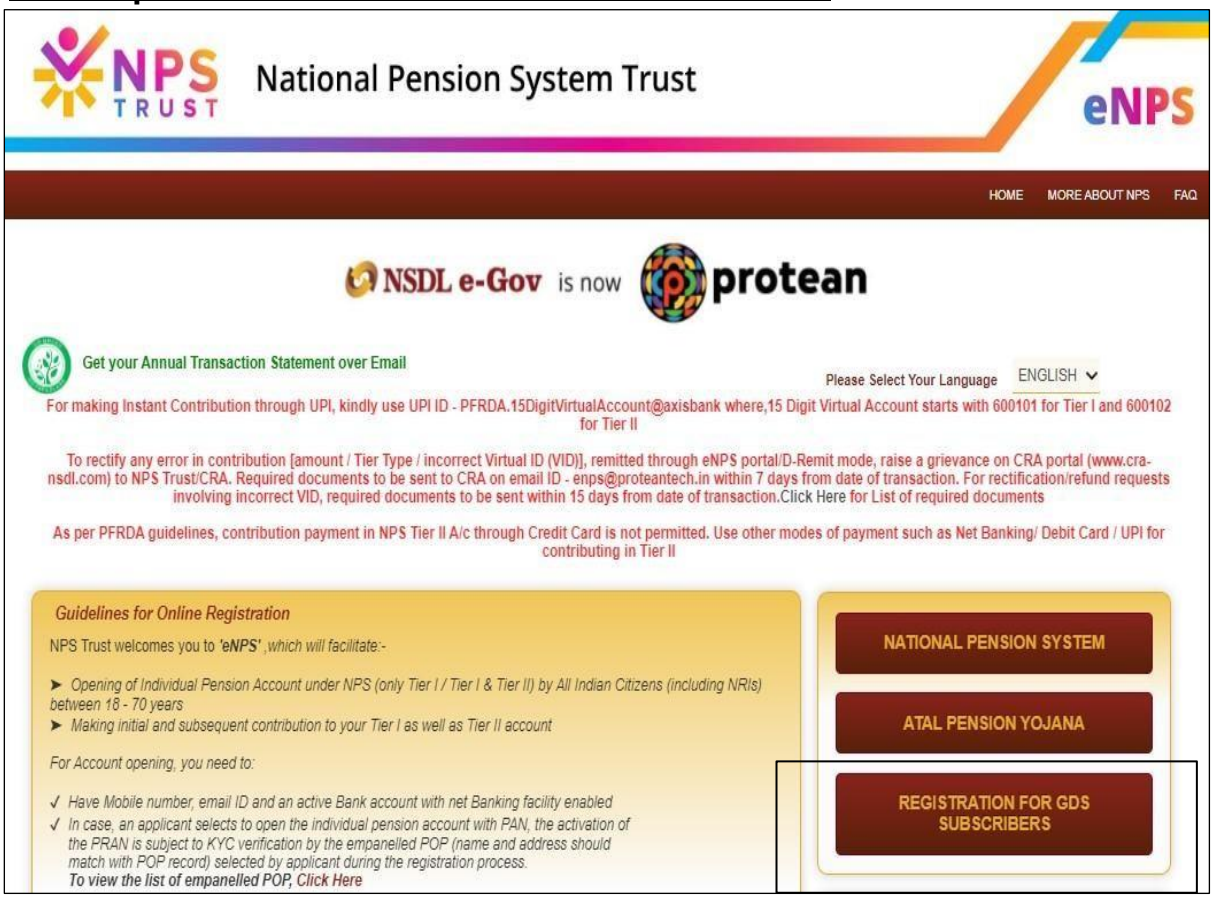



**Figure 1**

## Nodal Office details section

- NL-CC shall select NL-CC wherein Subscriber is mapped/associated. The name can be searched by typing the division name also in the first field if the NL-CC reg. no. is not known. Enter NLCC Reg. No. or at least 3 characters of NLCC name to search NLCC office NLCC Name *

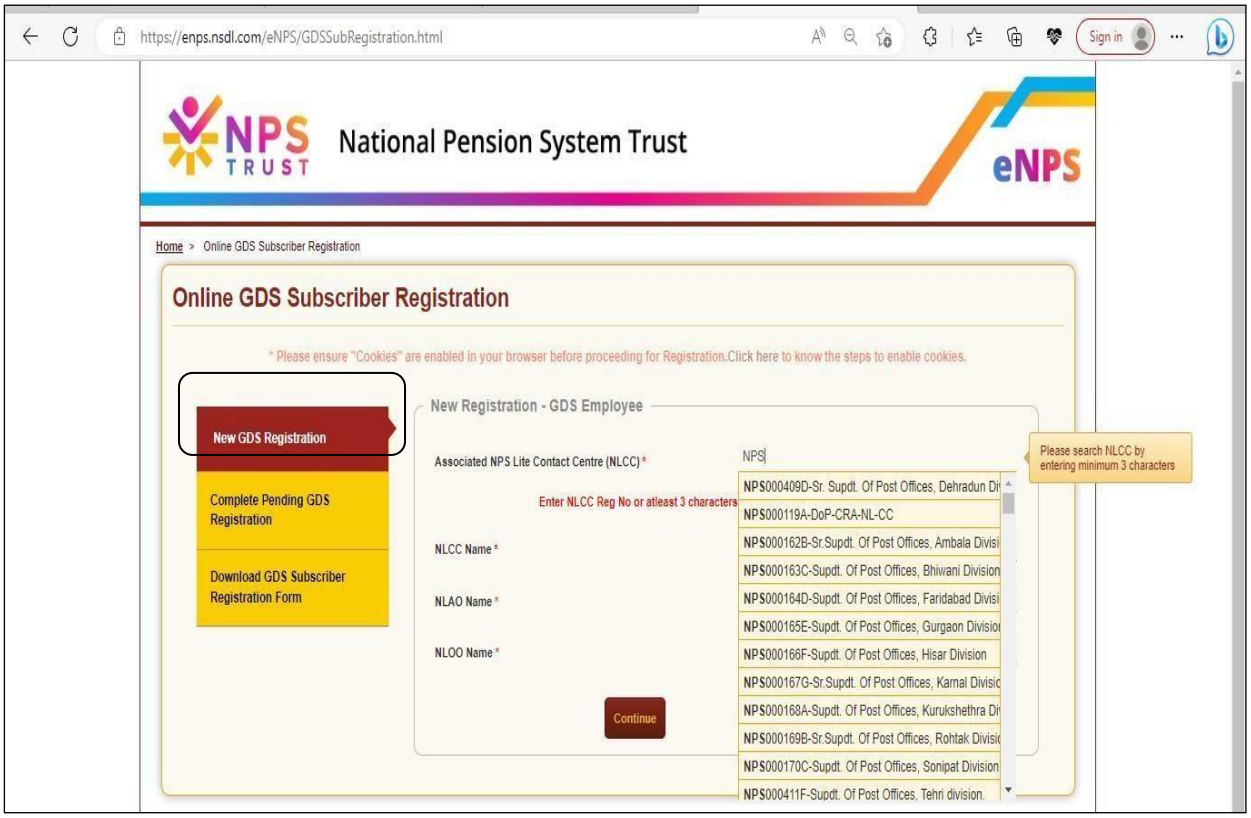



**Figure 2**

- Once the associated NL-CC is selected in the first field, other details will get auto populated which the NL-CC can verify and select continue.

**Figure 3**

## Personal details:

- Fill the personal details.
- Field indicated as "*" (star mark) is mandatory to fill
- Enter captcha and click on "Generate Acknowledgment No"
- SMS will be sent on the mobile number provided in the below screen for the ack ID generated for initiating registration.
- In case the same mobile no., PAN is already available in any other existing PRAN in the system, it will not allow to proceed.

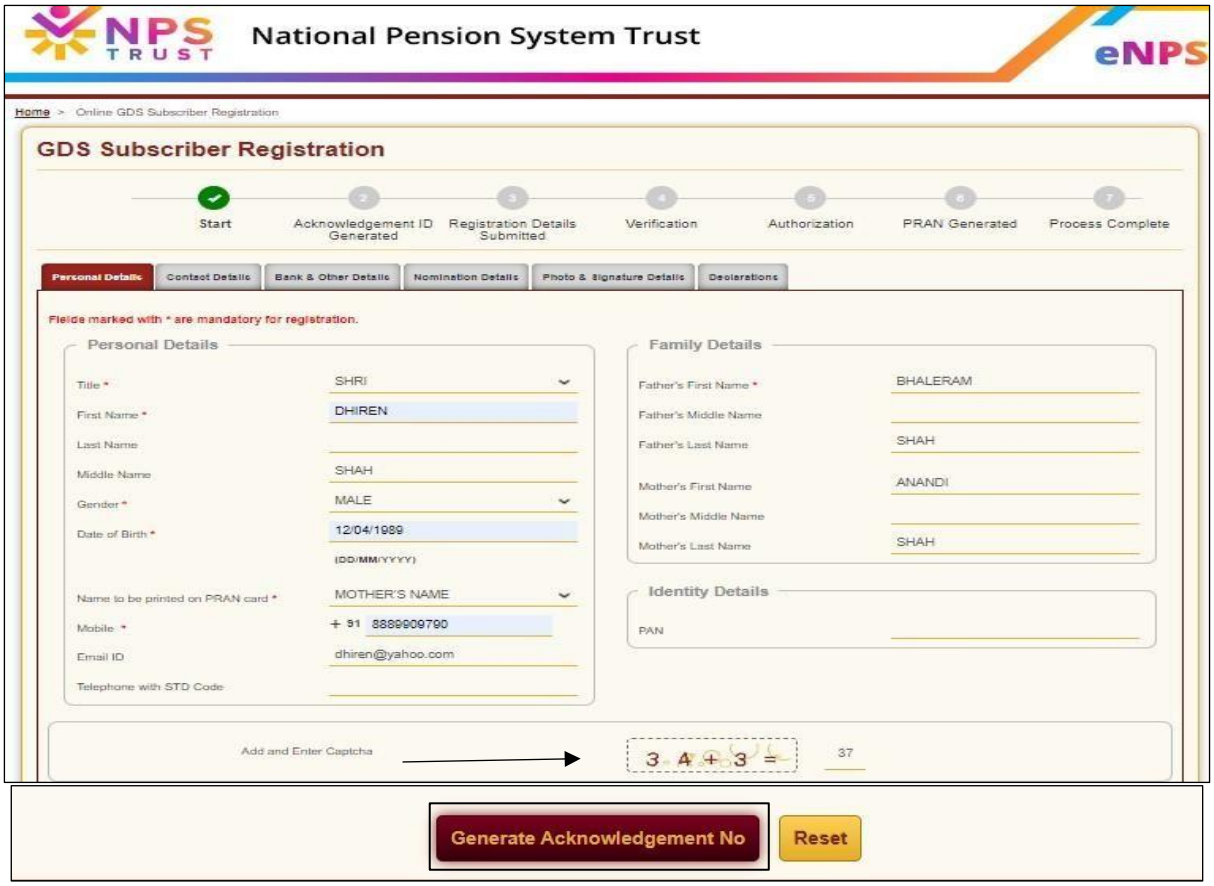



**Figure 4**

Note:- The office should verify the all documents as submitted by the subscriber. It is the responsibility of office to ensure veracity of documents submitted by the subscriber. The details mentioned in Form along with documents should match with the service records as available with office.

Confirm NLCC and NLAO mapping once again on screen.

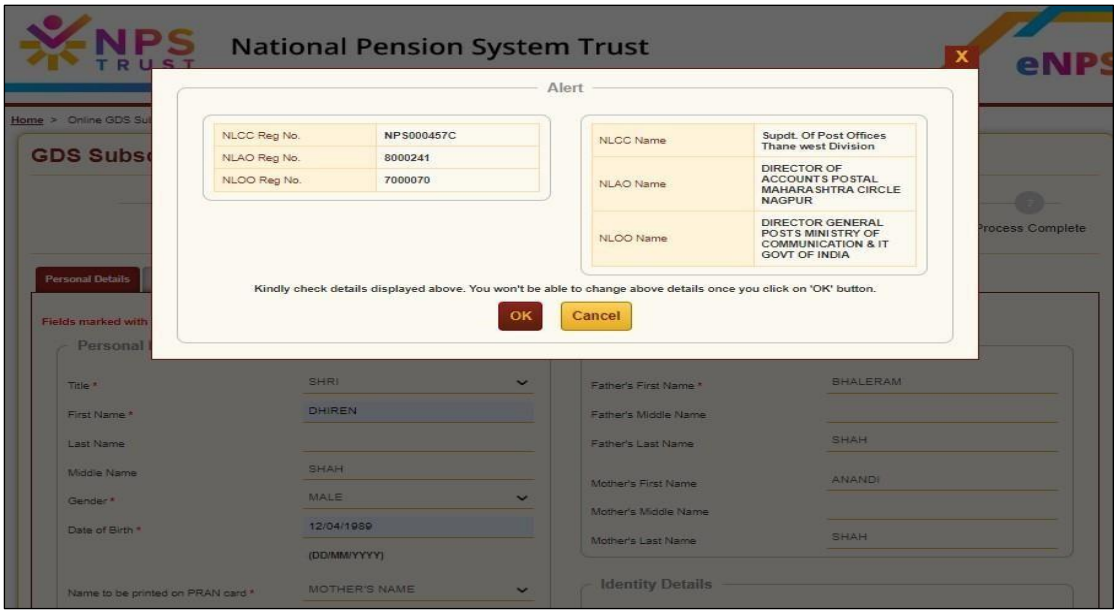



**Figure 5**

- Acknowledgement ID will be generated
- Please save Acknowledgement ID for tracking purpose

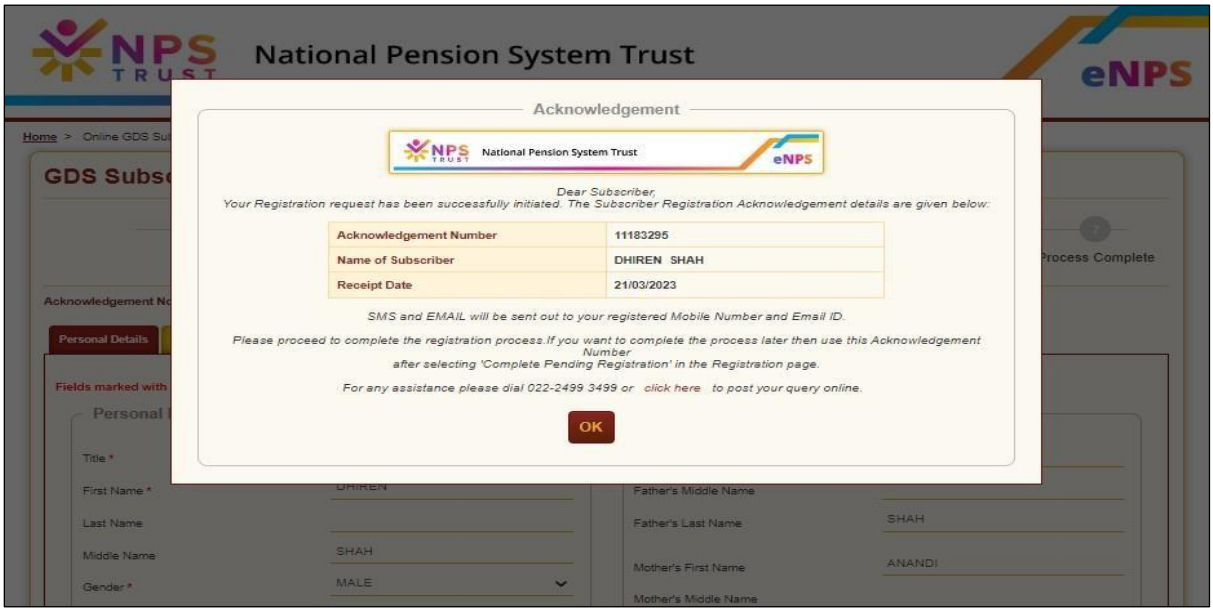



**Figure 6**

- Provide complete address as the PRAN card will be dispatched to the registered address once PRAN is generated.

- Click on “Save & Proceed” option before to go on next page

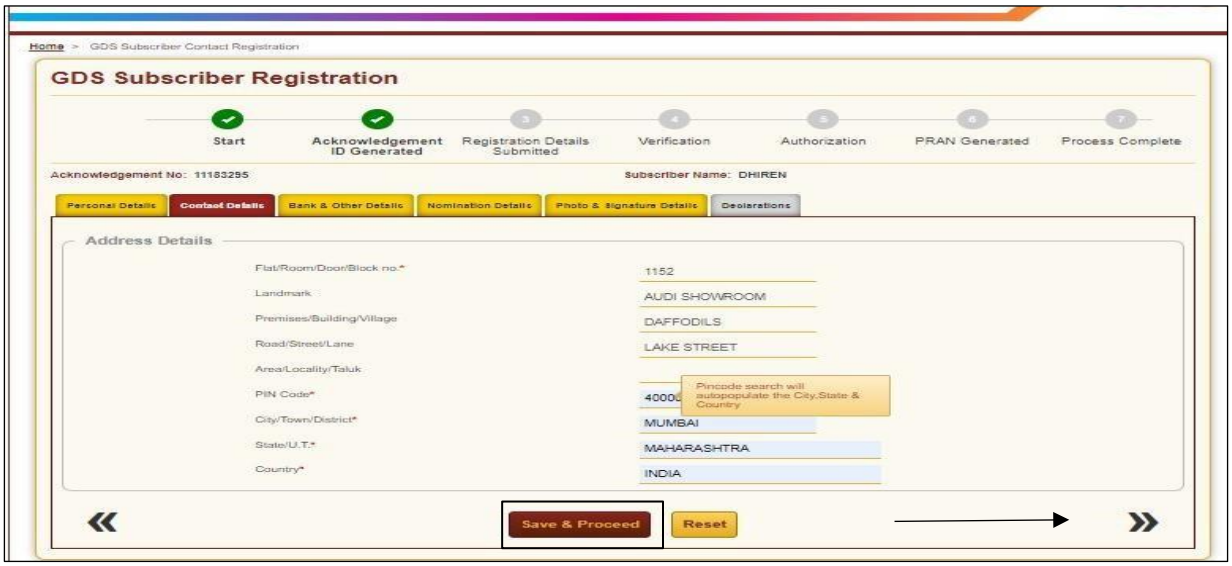



**Figure 7**

- Provide Bank Details of the subscriber. Though the bank details are not mandatory, if provided, should be complete.
- Click on “Save & Proceed” option to proceed
- In case the same Bank account details is already available in any other existing PRAN in the system, it will not allow to proceed
- If bank details provided, Penny drop will be carried out by CRA for verifying bank account and subscriber’s name.

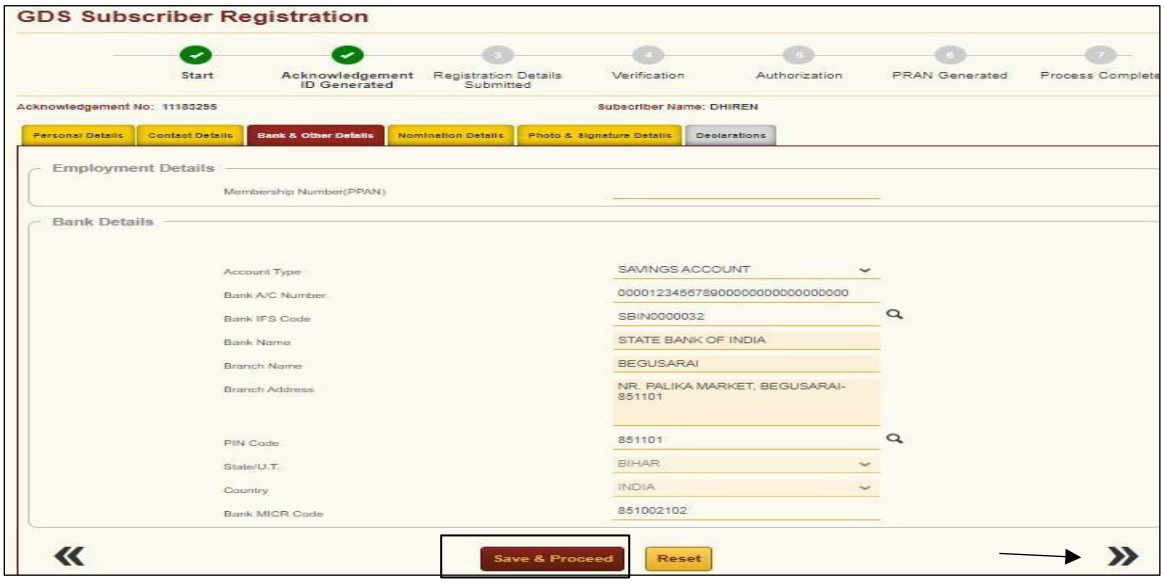


**Figure 8**

- Provide Nomination Details of the subscriber
- Maximum three nominees can be provided
- Field indicated as "*" (star mark) is mandatory to fill
- Click on "Save & Proceed" option to proceed

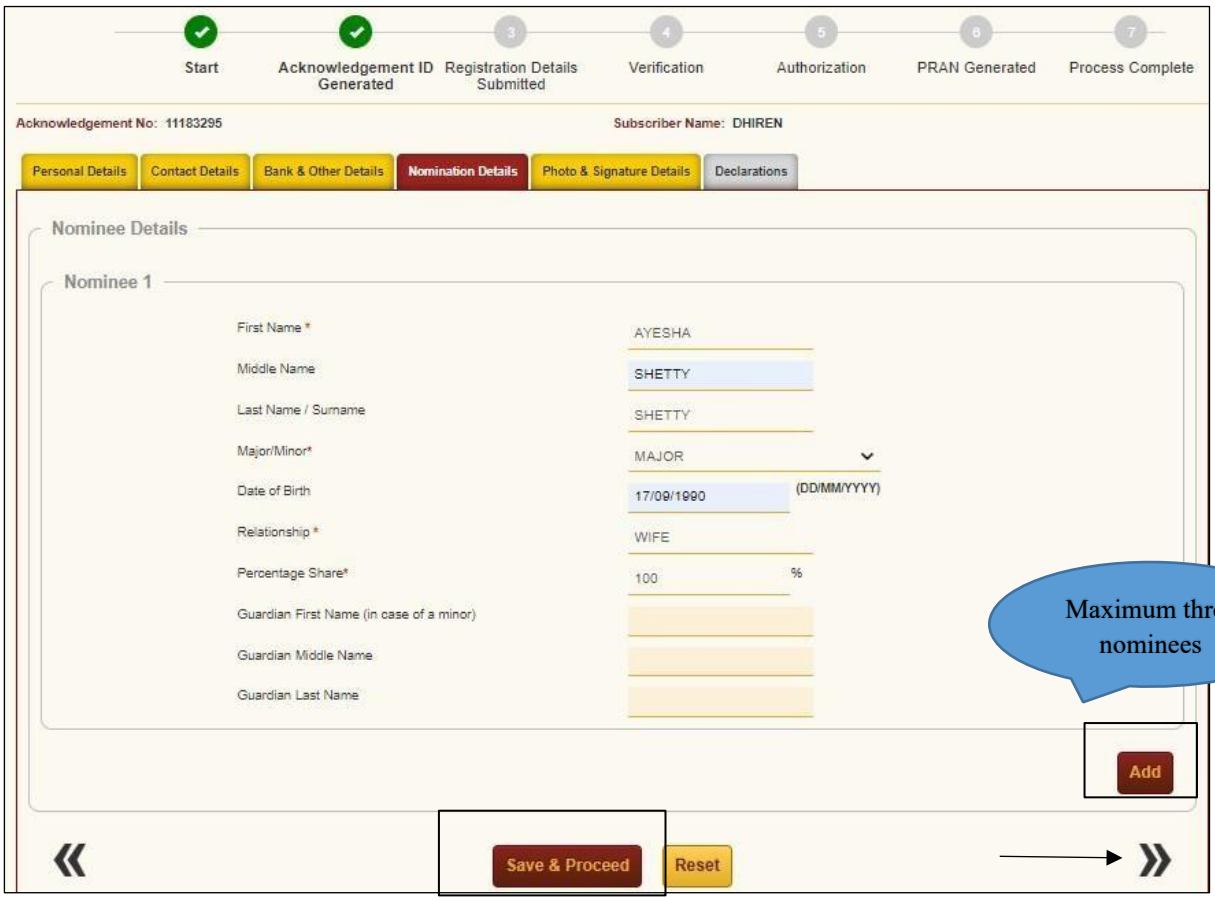



**Figure 9**

- Upload Photo & Signature of subscriber which is mandatory
- Please refer the instructions provided for file size and format of uploading photo & signature
- Click on save once photo & signature is uploaded successfully

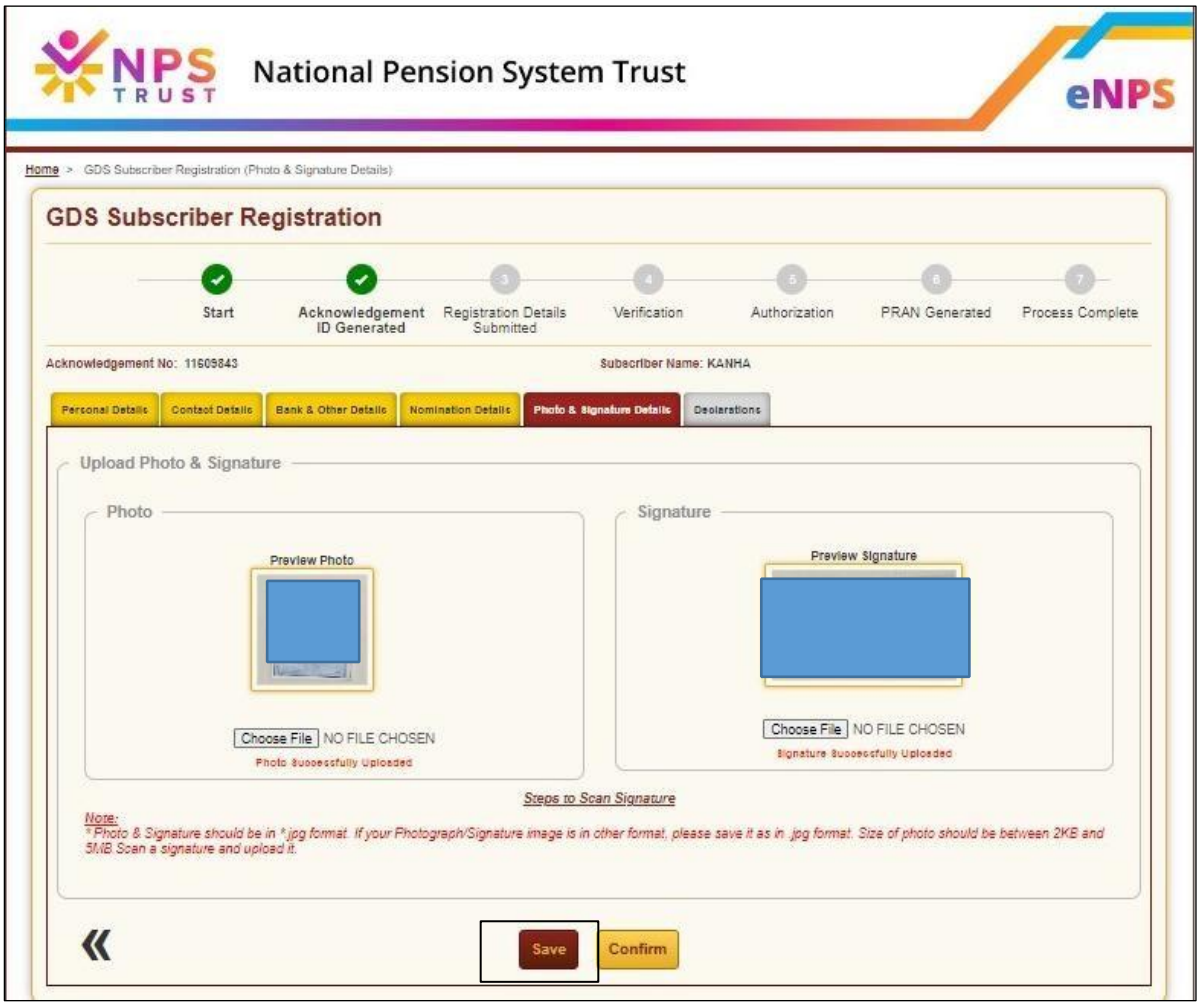



**Figure 10**

- System will show entire details submitted once again to verify.
- For any modification, Edit option is available so that correct details can be filled before submission of application

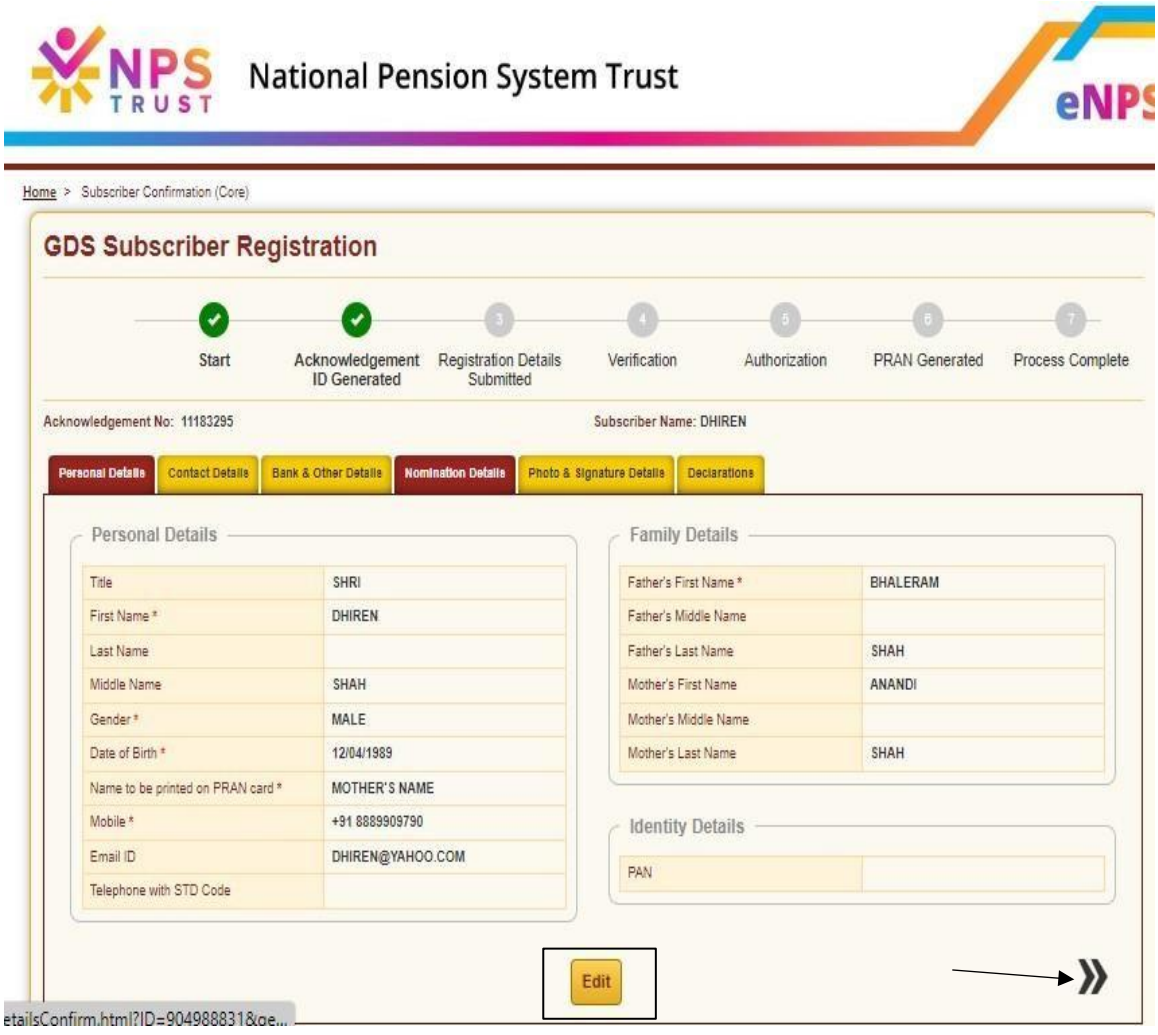



**Figure 11**

- Verify photo & Signature page, click on arrow available on right side for screen.

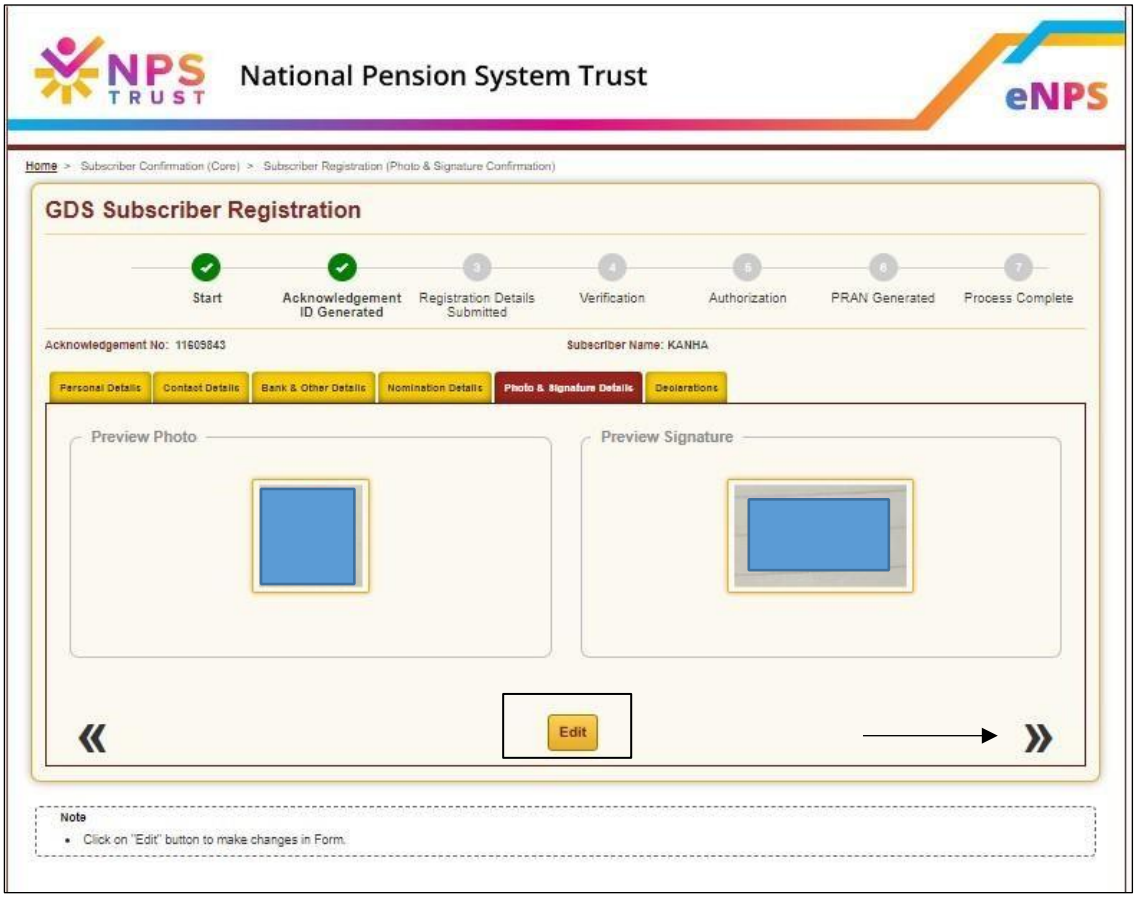



**Figure 12**

*a)* Please select “Declaration by Nodal office”

*b)* Click on “Confirm” for final submission

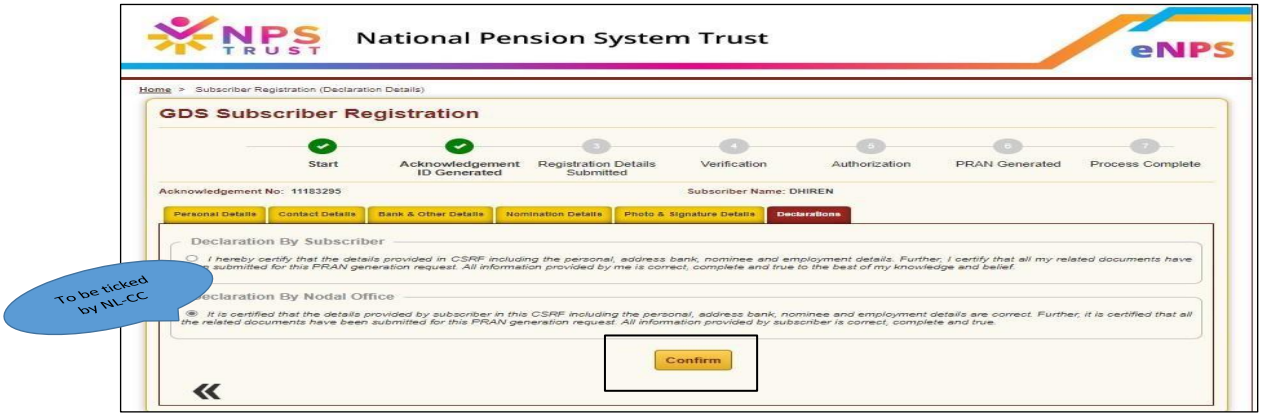


**Figure 13**

- System will generate Acknowledgement number
- For another registration, NL-CC may click on option “Register Another Employee”

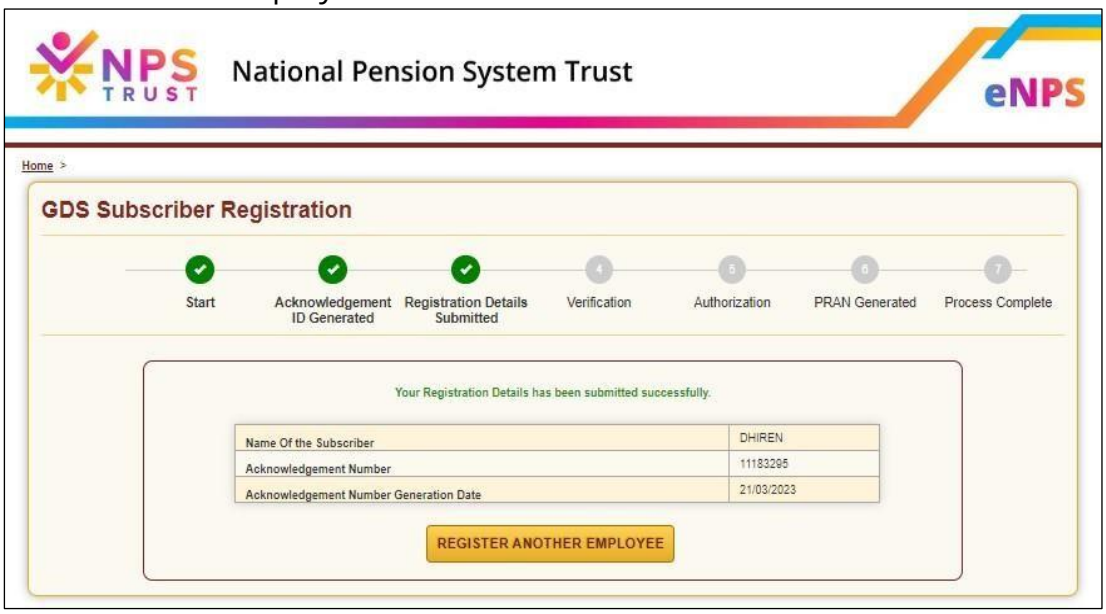



**Figure 14**

- NL-CC will be able to download the registration form.
- The registration form downloaded has to be submitted by the NL-CC to NL-AO.

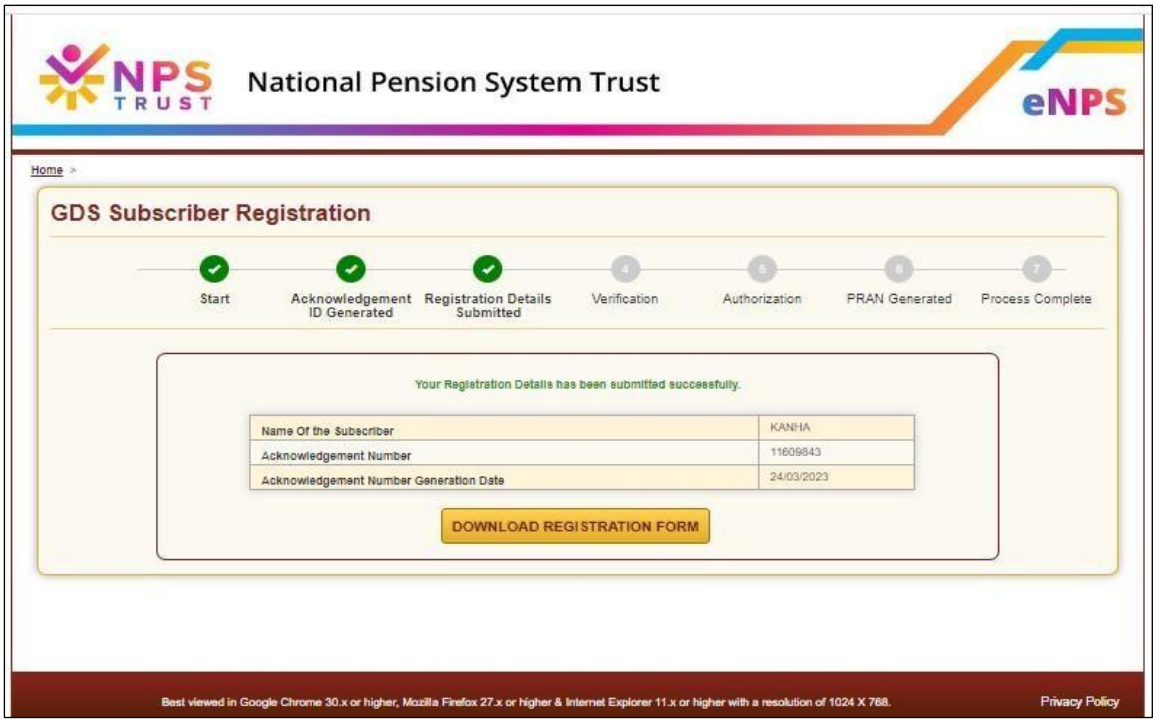



**Figure 15**

- **Complete Pending GDS Registration:**

For any reason, if NL-CC could not complete the registration process after generation of Acknowledgement No., the same can be completed by subscriber later. Subscriber can select the option Complete Pending GDS Registration and provide Ack. No., Ack. date and DOB of the subscriber and continue with the registration process. The Ack. No. is sent as SMS and email to subscriber on the phone no. and email ID provided

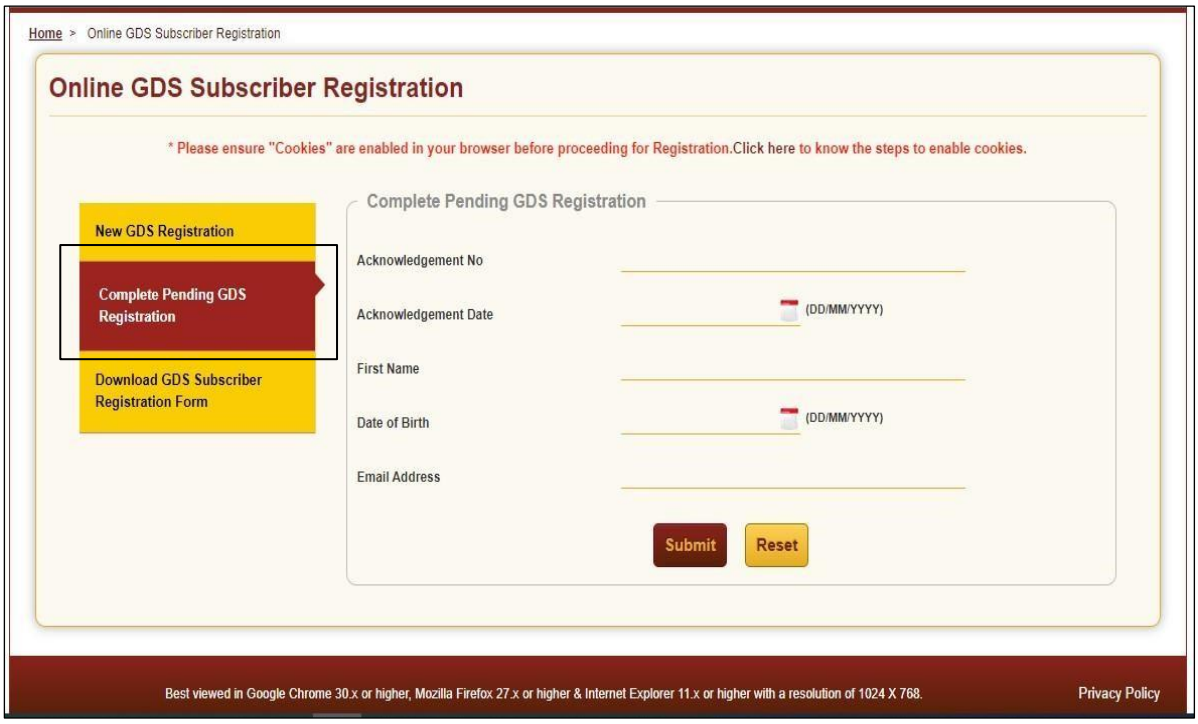



**Figure 16**

- **Download GDS Subscriber Registration form:**

If the NL-CC wishes to download the registration form submitted online for PRAN generation, NL-CC can click on the Download GDS subscriber Registration form and provide Ack No., Ack Date and Date of Birth and click submit.

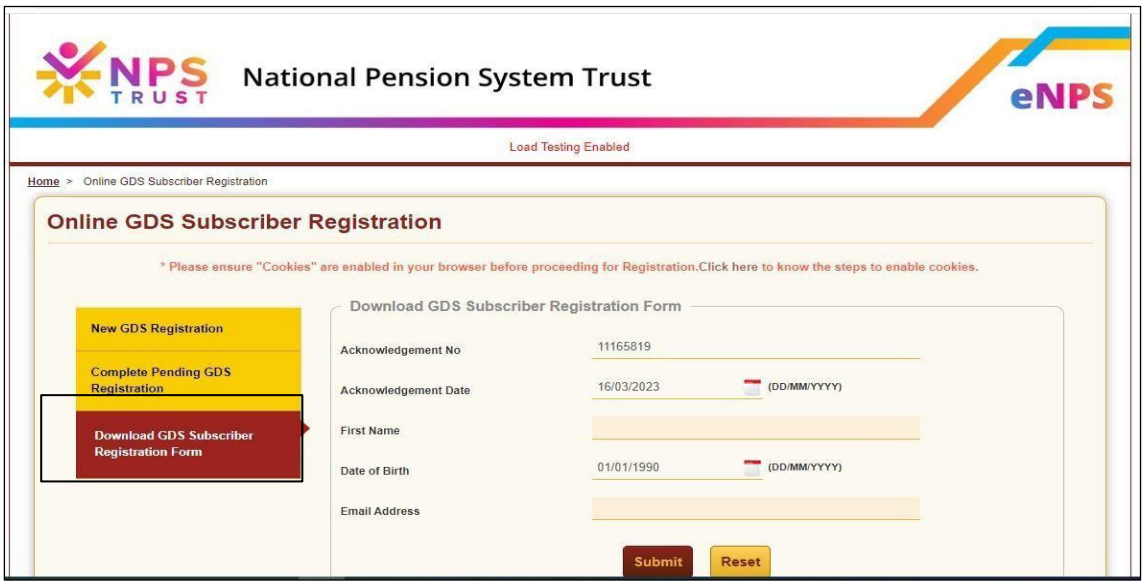



**Figure 17**

Below screen will appear. Click on the download registration form and the form will be downloaded.

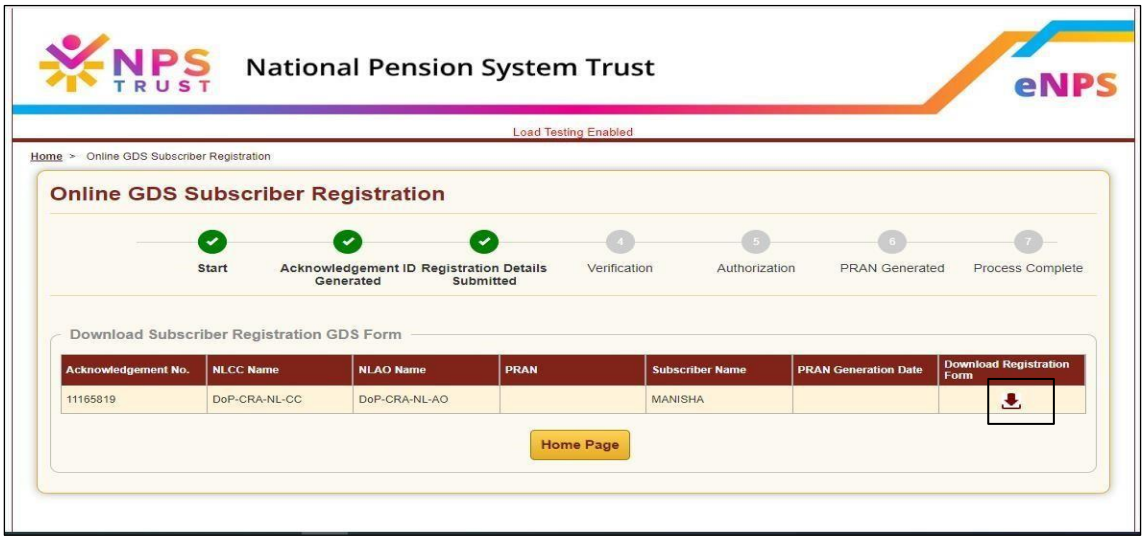
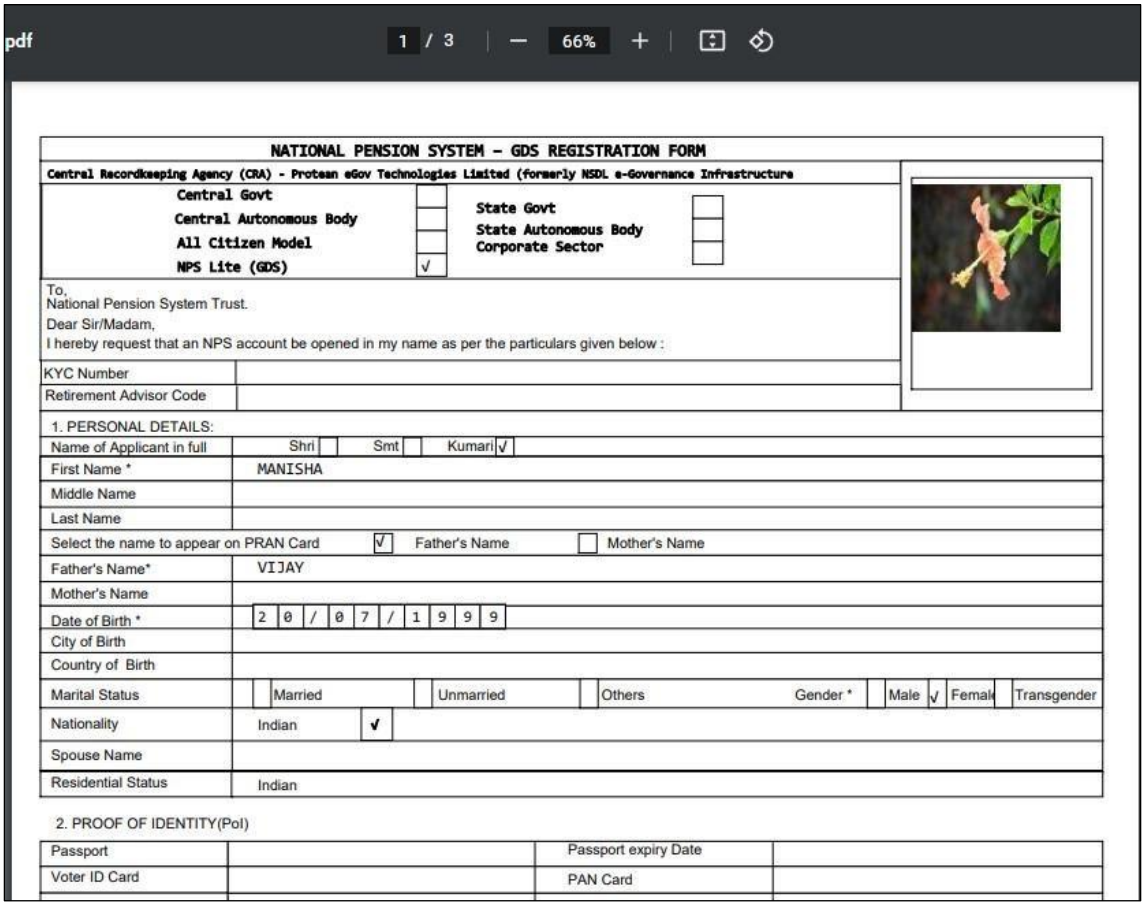



**Figure 18**

Sample form which will be downloaded is as given below:



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**NATIONAL PENSION SYSTEM – GDS REGISTRATION FORM**

Central Recordkeeping Agency (CRA) - Protean eGov Technologies Limited (formerly NSDL e-Governance Infrastructure

| | | | |
|---|---|---|---|
| Central Govt | | State Govt | |
| Central Autonomous Body | | State Autonomous Body | |
| All Citizen Model | | Corporate Sector | |
| NPS Lite (GDS) | √ | | |

To,
National Pension System Trust.
Dear Sir/Madam,
I hereby request that an NPS account be opened in my name as per the particulars given below :

| | |
|---|---|
| KYC Number | |
| Retirement Advisor Code | |

1. PERSONAL DETAILS:

| | |
|---|---|
| Name of Applicant in full | Shri ☐ Smt ☐ Kumari √ |
| First Name * | MANISHA |
| Middle Name | |
| Last Name | |
| Select the name to appear on PRAN Card | √ Father's Name ☐ Mother's Name |
| Father's Name* | VIJAY |
| Mother's Name | |
| Date of Birth * | 2 0 / 0 7 / 1 9 9 9 |
| City of Birth | |
| Country of Birth | |
| Marital Status | ☐ Married ☐ Unmarried ☐ Others Gender * ☐ Male √ Female ☐ Transgender |
| Nationality | Indian √ |
| Spouse Name | |
| Residential Status | Indian |

2. PROOF OF IDENTITY(PoI)

| | | | |
|---|---|---|---|
| Passport | | Passport expiry Date | |
| Voter ID Card | | PAN Card | |

**Figure 19**

NL-CC shall take a print out of the forms and submit the same to the NLAO for verification and authorization of the request.

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